



Introduction

We would like to take this opportunity to welcome you to the Midwest Biomedical Research Foundation (MBRF) family. Your employment is very important to us. We look forward to working with you as we continue to serve our mission at our VA Medical Centers, while also providing a rewarding and supportive environment to our employees. As part of our team, we encourage all employees to continue our tradition of excellence and integrity. Furthermore, we value our employee's loyalty and honesty and encourage open communication. We are confident that we will provide you with a rewarding employment environment and we welcome you once again to the MBRF team.

This Handbook is intended as a means of communicating our policies and procedures to you in order for you to better understand how we, your employer, operate. It is presented as a matter of information only and its contents should not be interpreted, and are not intended, as a written employment contract between MBRF and any of its employees or a guarantee of continued employment. The information contained in this Handbook applies to all employees of MBRF uniformly and supersedes all prior policies and procedures. Employees should be aware that at all times you are employed by MBRF, your employment is at-will. Just as employees can terminate their employment at any time, MBRF retains the right to terminate employees at any time, with or without cause. MBRF reserves the right to suspend, modify or amend any policy or procedure at any time, even without notice, with the sole exception of the "at-will" employment policy, which may be amended only by a written document signed by the Executive Director of MBRF.

After reading the following material, we urge you to discuss any questions and comments you may have with your immediate supervisor. We strongly believe in an "open-door, open-communication" philosophy and expect every employee to give us their input to achieve our mutual goals.

Finally, this handbook supersedes all previous handbooks, as well as management memos that may have been issued on the subjects covered.

We wish you a rewarding career.

I. EMPLOYMENT POLICIES

Drug-Free Workplace

Employees must report to work in a fit condition to work. MBRF believes that alcohol and drug abuse greatly affect job performance, the work environment and confidence in the company. We will take immediate action, up to and including immediate discharge, against employees who use, distribute or possess controlled substances while on VA or MBRF premises, or who violate Company rules that prohibit usage of alcohol on the job or at such times prior to working hours as to impair job performance. Any employee who violates this alcohol and drug policy will be subject to disciplinary action up to and including immediate discharge.

Employment Authorization

The Immigration Reform and Control Act of 1986 requires that MBRF ensure that employees are authorized for employment in the United States. Therefore, only individuals

lawfully authorized for employment in the United States will be employed by MBRF.

In connection with the Immigration Reform and Control Act of 1986, MBRF must collect certain information and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, please inform MBRF immediately.

Please contact the MBRF office if you have any questions about the employment eligibility and verification process.

Employees With Disabilities

MBRF is firmly committed to complying with the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. MBRF prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, MBRF will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business.

Religious Accommodation

MBRF will make reasonable efforts to accommodate the religious practices of our Employees. Whenever an Employee requests an accommodation, MBRF will consider such possibilities as time off or change in job assignment. The requested accommodation, however, must be reasonable. We will not make any accommodation that would create an undue hardship on the conduct of MBRF business. Based on the particular facts in each case, we will determine whether a requested accommodation would create an undue hardship.

Policy Against Harassment

MBRF expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, sexual orientation, age, national origin or disability or as otherwise provided under state or local law, will not be tolerated and is strictly prohibited. Harassment of this type is illegal and contrary to the policy of MBRF. The company strives to foster a work environment free of harassment, discrimination, intimidation and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Any person who believes that he/she is the victim of any type of discriminatory conduct, should bring that conduct to the immediate attention of his/her supervisor or the Executive Director. MBRF will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in

appropriate disciplinary action. Any supervisory employee to whom an employee brings a complaint of harassment but who fails to take appropriate action to resolve it will also be disciplined.

Equal Employment Opportunity

It has been and will continue to be the policy of MBRF to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, gender, sexual orientation, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job-related factors.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Life-Threatening Illnesses

MBRF recognizes that employees with life-threatening illnesses, such as cancer, heart disease and AIDS, may wish to continue their normal pursuits, including work, to the extent possible. The decision regarding the employee continuing to work will be made in accordance with applicable law (on a case-by-case basis) and according to the ability of the individual with a life-threatening disease to perform job-related duties.

No-Solicitation/No-Distribution

The conduct of non-Company business, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of memberships, or any other similar types of activity is not permitted during the working time of either the employee doing the soliciting or being solicited or at any time in working areas.

The distribution of non-Company literature, such as leaflets, letters, or other written materials by an employee is not permitted during the working time of either the employee doing the distributing or the employee to whom the non-Company literature is being distributed, or at any time in working areas.

Open-Door Policy

We strongly believe in an open-door, open-communication policy and feel it is an important benefit to us, as well as to other employees. This policy, we believe, will allow employees to come forward and discuss their problems with their manager or direct supervisor, in order to resolve the issues quickly and efficiently. However, if your immediate supervisor is not able to satisfy your questions regarding the interpretation or application of this Handbook or any other work place issue, then you are free to contact the next higher level of supervision.

If an employee has or foresees a problem which may interfere with that employee's ability to adequately perform his/her responsibilities, the employee should discuss the matter with his/her supervisor or with the Executive Director.

Sexual Harassment Policy

Sexual harassment as well as gender based discrimination is illegal and contrary to the policy of MBRF. The company strives to foster a work environment free of sexual harassment, gender based discrimination, intimidation and insult. MBRF prohibits any employee from making unwelcome and unsolicited sexual advances, unwelcome, offensive or inappropriate comments regarding an employee's gender or engaging in other verbal or physical conduct of a sexual or gender-offensive nature, when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile, or offensive working environment. Harassment based on gender is a form of misconduct that undermines both personal and professional relationships in the workplace. Every staff member must be assured that he or she can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Sexual harassment includes but is not necessarily limited to:

- Unwelcome or unwanted sexual advances.
- Requests or demands for sexual favors.
- Verbal abuse, kidding, or physical contact that is sexually oriented and considered unacceptable by the target of the abuse.
- Any type of sexually oriented conduct that interferes with another's work performance.
- Sexually oriented conversations or activities that create a work environment that is intimidating, hostile or offensive to any staff member.
- Verbal abuse, kidding, remarks or comments that intimidate, ridicule, and maliciously demean the status of an individual's gender.

Any person who believes that he/she is the victim of any type of discriminatory conduct, including sexual harassment, should bring that conduct to the immediate attention of his/her supervisor, the Executive Director or any member of management. The organization will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential nature. If the investigation discloses that an individual has committed an act of discrimination, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. Any supervisory employee to whom an employee brings a complaint of sexual harassment but who fails to take appropriate action to resolve it will also be disciplined.

Whistleblowers Policy & Guidelines for Reporting Improper Activity

Midwest Biomedical Research Foundation (MBRF) encourages its employees to report any suspected or actual illegal or improper activity. MBRF will not condone any activity that is illegal or improper, whether done by a Board Member, the Executive Director, any MBRF member or employee.

Conduct that may fall into the category of illegal or improper: fraud, theft, safety violations, improper use of authority, gross waste of funds, harassment, or retaliation. Employees should report any improper or illegal events or actions they believe in good faith to have occurred.

Report any activities, which you believe in good faith to be illegal or improper to the Executive Director. If the concern involves the Executive Director, report the improper activity to the Chairman or Treasurer of the Board of Directors for Midwest Biomedical Research Foundation. (You can find out who this is on www.midwestbiomed.org).

MBRF will strive to keep your identity confidential, but this cannot be guaranteed. You may be called as a witness in any criminal investigation. MBRF will, however, seek to protect you from any retaliation. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should report it as soon as possible, in writing, to the Executive Director, the Chairman or the Treasurer.

MBRF supports fully reporting improper activity; however, any report made maliciously or for personal gain, will of itself be regarded as misconduct and subject to discipline.

II. LEAVES FROM WORK AND OTHER BENEFITS

Paid Time Off (PTO)

PTO (formerly annual leave) will be authorized upon appointment for non-intermittent employees in positions having an expectation of continuing more than 90 days. Full-time employees will receive 4 hours for 1 through 3 years of service, 6 hours for 4 through 14 years of service, and 8 hours for 15+ years of service. Certain positions may be eligible for extended benefits as determined by the Board of Directors. Regular, part-time employees will receive PTO prorated to their part-time hours. All employees may carryover a maximum of 240 hours of accrued PTO from one calendar year into the next. Upon termination, employees will receive pay for any accrued, unused PTO. PTO does not accrue on overtime.

PTO should be approved by the supervisor at least a week prior. However, supervisors may grant leave with shorter notice in some circumstances. Supervisors may consider workplace coverage in approving PTO. PTO must be approved by your supervisor; unauthorized time off will not be paid.

Sick Time Off (STO)

STO will be authorized upon appointment for non-intermittent employees having an expectation of continuing more than 90 days. Full-time employees of the Foundation will accrue STO at the rate of four (4) hours per pay period. Part-time employees will accrue STO prorated to their part-time hours. There is no limit on the amount of STO that may be accrued. STO may be used for illnesses, medical